



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

December 10, 2010

GENERAL LETTER NO. 14-B-31

ISSUED BY: Bureau of Financial, Health and Work Supports
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT
CALCULATION SYSTEM***, pages 7, 8, and 9, revised.

Summary

Chapter 14-B is revised to:

- ◆ Change the example of the *ABC System Date Chart* to reflect 2011 dates.
- ◆ Update information regarding the mailing date for form 470-4071, *Family Planning Medical Review*.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B:

<u>Page</u>	<u>Date</u>
7-9	April 2, 2010

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

2011 ABC SYSTEM DATES

IFPN Review Mail (1)

December 29, 2010
January 27, 2011
February 24, 2011
March 29, 2011
April 28, 2011
May 26, 2011
June 28, 2011
July 28, 2011
August 29, 2011
September 28, 2011
October 27, 2011
November 28, 2011
December 29, 2011
January 27, 2012
February 27, 2012

RRED Mail (2)

December 30, 2010
January 28, 2011
February 25, 2011
March 30, 2011
April 29, 2011
May 27, 2011
June 29, 2011
July 29, 2011
August 30, 2011
September 29, 2011
October 28, 2011
November 29, 2011
December 30, 2011
January 30, 2012
February 28, 2012

RRED Due Date (3)

December 6, 2010
January 5, 2011
February 7, 2011
March 7, 2011
April 5, 2011
May 5, 2011
June 6, 2011
July 5, 2011
August 5, 2011
September 6, 2011
October 5, 2011
November 7, 2011
December 5, 2011
January 5, 2012
February 6, 2012

TM Reminder Cut-off (4)

December 10, 2010
January 11, 2011
February 11, 2011
March 11, 2011
April 11, 2011
May 11, 2011
June 10, 2011
July 11, 2011
August 11, 2011
September 12, 2011
October 11, 2011
November 14, 2011
December 9, 2011
January 11, 2012
February 10, 2012

TM Reminder Mail (5)

December 13, 2010
January 12, 2011
February 14, 2011
March 14, 2011
April 12, 2011
May 12, 2011
June 13, 2011
July 12, 2011
August 12, 2011
September 13, 2011
October 12, 2011
November 15, 2011
December 12, 2011
January 12, 2012
February 13, 2012

Recoupment (6)

December 17, 2010
January 19, 2011
February 16, 2011
March 17, 2011
April 18, 2011
May 19, 2011
June 16, 2011
July 19, 2011
August 18, 2011
September 16, 2011
October 19, 2011
November 17, 2011
December 19, 2011
January 19, 2012
February 16, 2012

Timely Notice (7)

December 20, 2010
January 20, 2011
February 17, 2011
March 18, 2011
April 19, 2011
May 20, 2011
June 17, 2011
July 20, 2011
August 19, 2011 *
September 19, 2011
October 20, 2011
November 18, 2011 *
December 20, 2011
January 20, 2012 *
February 17, 2012 *

MN/SSI-Related Med Review Mail (8)

December 21, 2010
January 21, 2011
February 18, 2011
March 21, 2011
April 20, 2011
May 21, 2011 *
June 20, 2011
July 21, 2011
August 20, 2011 *
September 20, 2011
October 21, 2011
November 19, 2011 *
December 21, 2011
January 21, 2012 *
February 18, 2012 *

ABC Cut-off (9)

December 22, 2010
January 24, 2011
February 21, 2011
March 24, 2011
April 22, 2011
May 23, 2011
June 23, 2011
July 22, 2011
August 24, 2011
September 23, 2011
October 24, 2011
November 21, 2011
December 22, 2011
January 24, 2012
February 22, 2012

Pending Release and Check Write (10)

December 23, 2010
January 25, 2011
February 22, 2011
March 25, 2011
April 25, 2011
May 24, 2011
June 24, 2011
July 25, 2011
August 25, 2011
September 26, 2011
October 25, 2011
November 22, 2011
December 23, 2011
January 25, 2012
February 23, 2012

Check Mail (11) ***

December 30, 2010
February 1, 2011
March 1, 2011
April 1, 2011
April 30, 2011 **
June 1, 2011
July 1, 2011
August 1, 2011
September 1, 2011
September 30, 2011
November 1, 2011
December 1, 2011
December 31, 2011 **
February 1, 2012
March 1, 2012

* Denotes a Saturday mailing of documents created in Friday night's processing.

** Denotes a Saturday mailing of documents created before Friday night that must be held and mailed on Saturday so clients receive them at the right time.

*** Direct Deposit FIP is available on the first working day of the month; EAC FIP is available on the first calendar day of the month.

RC-0052 (Rev. 10/10)

ABC SYSTEM USERS

SUBJECT: ABC SYSTEM DATES

1. The date IFPN reviews are mailed.
2. The date in-cycle RRED and TM Quarterly Reports are mailed.
3. The due date for in-cycle RRED.
4. The last date to make tracking entries to prevent issuance of TM reminder letters.
5. The mail date of the TM reminder letters.
6. Recoupment transactions are processed.
7. The last day to enter transactions requiring timely notice without having them pend until after ABC cutoff, to be effective for the second future calendar month. This includes medical cancellations and transactions entered with these actions.
8. The date zero spenddown MN/SSI-related Medicaid reviews are mailed.
9. The cutoff date for regular transactions to affect the next month. Automatic cancellations due to expiration of FA, MN, or IowaCare certification periods, or TM eligibility, are processed to be effective for the next calendar month. Income and resource records are "rolled forward." Automatic changes (ending sanction and disqualification periods, cancellations for FIP age 19) are processed right after cutoff to be effective for the second future calendar month.
10. The date transactions that were pended for timely notice are released to be effective for the second future calendar month (the new "next" system month). This date is the first of the new system month in which data are both entered and processed. Date checks are written.
11. The date regular monthly FIP and State Supplementary Assistance checks other than RCF (and Medicaid cards) are mailed.

RC-0052 (Rev. 10/10)

For the current year's version of the chart *ABC SYSTEM DATES*, RC-0052, see the DHS Intranet eForms web page.

IFPN, RRED and TM Report Form Mailing

For cases active after ABC cutoff, the following forms are printed based on system master file data as of ABC cutoff:

- ◆ *Family Planning Medicaid Review*, which is used for the annual recertification of the Iowa Family Planning Network. (See the DHS Intranet eForms web page for a sample of this form.)
- ◆ *Review/Recertification Eligibility Document (RRED)*, which is the review form for public assistance and FMAP and the Food Assistance recertification form. See [Review/Recertification Eligibility Document, Form 470-2881 or 470-2881\(S\)](#) for more information.
- ◆ *Transitional Medicaid Notice of Decision/Quarterly Income Reports*, the quarterly report form. See [Transitional Medicaid Notice of Decision/Quarterly Income Report, Form 470-2663 or 470-2663\(S\)](#) for more information.

The *Family Planning Medical Review*, form 470-4071, is mailed the first day before RRED mail. The RRED and Transitional Medicaid forms are mailed on the second day before the end of the calendar month.

EXCEPTION: If this date is a holiday or a Sunday, the mailing date is the first workday before this date.

RRED Due Date

RREDs sent in the regular cycle are to be returned by the fifth calendar date of the month following the month of mailing. If this date falls on a weekend or a state or federal holiday, the due date is the next workday.

Transitional Medicaid Quarterly Report Reminder Mailing

Transitional Medicaid Quarterly Report Reminder letters are mailed on the 12th calendar day of the month so that recipients will receive the reminder letter on or before the 15th of the month. See 6-Appendix, [Transitional Medicaid Quarterly Report Reminder, Form 470-2716 and 470-2716\(S\)](#), for samples.